
**Educational Technology
Selection and
Implementation Procedures**

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Objectives

The purpose of this procedure is to outline the steps required to select and implement Educational Technologies (ET) at BCIT to meet the requirements of policy 5900 – Educational Technology.

Who This Procedure Applies To

All ET decision-makers and implementation stakeholders.

Application of Other Policies

When matters of statutory compliance arise that are specifically addressed under other BCIT policies, procedures, or regulations, the processes and response mechanisms contained within those documents take precedence.

Stakeholders

Responsibility for selection and implementation of institutional supported ET is not specific to any one stakeholder or group but, rather, is the collective responsibility of many stakeholders working together to achieve the collective goals as part of an implementation project team.

On a case-by-case basis, the composition of an implementation project team will be determined by the needs of the project as identified by the project management.

Stakeholders may include, but are not limited to:

School:

- Course instructor(s)
- Faculty
- Management

Institutional:

- Students
- Learning & Teaching Centre (LTC):
 - Educational Technology Services (ETS)
 - Instructional Development Consultants (IDC)
 - Media development units
- Information Technology Services (ITS)
- Information and Privacy Office (IAPO)
- Library
- Registrar's Office - Student Records and Course File office

External:

- Advisory committee members
- Funding agencies
- Regulatory bodies
- Governments
- Industry partners
- Employers

Selection and Implementation Stages

To support users of ET in achieving the objectives of Policy 5900 and associated procedures, faculty are advised to contact the LTC early in this process if they would like assistance as they work through stages 1 to 4 for their use of ad hoc ET or if they are suggesting the institutional supported use of a new ET.

Stage 1 – Research

Research is the responsibility of individual faculty considering the use of an ad hoc ET

Research is the responsibility of the implementation project team considering an ET for implementation as an institutional supported ET.

Research will identify the most appropriate technology to address the educational needs, and compare any newly identified ET to those already available and supported by BCIT.

Steps:

1. Define your educational needs.
2. Identify the functionality you need to meet your educational needs. This work will form the basis of the selection criteria required when following Procedure 5900-PR2 – Selection Criteria.

3. Research institutional supported ET to determine if options exist to address the identified needs.
 - In cases where institutional supported ET are unable to meet the educational needs, conduct appropriate research to determine the availability, functionality, cost, privacy and information security risk of external technologies.
4. Should a new ET or a new model of use of an existing ET be under consideration, then it is recommended that the privacy and information security risk assessment procedures be started at this point as a timeline and workload consideration.

Stage 2 – Prototype

Conducting a prototype is the responsibility of individual faculty considering the use of an ad hoc ET.

Conducting a prototype is the responsibility of the implementation project team considering an ET for implementation as an institutional supported ET.

A prototype may need to be revised and repeated to refine the configuration and model of use.

Steps:

1. Develop a unit of learning, such as a module, lesson, or learning activity using the ET according to the curriculum design model of the chosen course.
2. Facilitate a review of the prototype by an appropriate number of non-student stakeholders to ‘test-drive’ the technology or model of use.
3. Collect feedback as to the process, ease of use, and benefits to learning to assess the viability of the technology and, where appropriate, to inform its use in the completion of course development.

Stage 3 – Pilot

Conducting the pilot delivery is the responsibility of individual faculty considering the use of an ad hoc ET.

Conducting the pilot delivery is the responsibility of the implementation project team considering an ET for implementation as an institutional supported ET.

The purpose of a pilot is to assess and refine the use and effectiveness of an ET proposed for institutional use as a supported ET. A pilot involves the delivery of a course using the ET and

proposed model of use to collect feedback on the student experience and effectiveness of the ET in reaching the learning objectives of the course.

Steps:

1. Develop a survey, or other means, to collect feedback from students on their experiences with the technology.
2. Inform pilot students about the use of the new technology, and that they will be asked to provide feedback as to how the technology affected their learning experience.
3. Share student feedback with the pilot project team (Subject Matter Experts, IDCs, content developers, course production) to inform revisions to the course.
4. The pilot project team, ETS, and ITS will work together, and with other stakeholders as appropriate, to determine the final scope of use for the tested technology and make recommendations to ETLDC should the ET be deemed appropriate for implementation as an institutional supported ET.

Stage 4 – Decision-making

Final decision-making is the Responsibility of individual faculty considering the use of an ad hoc ET.

The implementation project team will make a recommendation to ETLDC in cases where a piloted ET has been deemed appropriate for institutional supported use.

Decisions as to the selection of an institutional supported ET will be based on the criteria outlined in 5900-PR2 – Educational Technology Selection Criteria, Stage 4 – Decision-Making as a minimum.

Stage 5 – Implementation

Implementation of new institutional supported ET is the responsibility of implementation project teams under the leadership of the ETLDC.

Steps:

1. Secure funding.
2. Ensure all information and privacy policy requirements have been met.
3. Negotiate licenses, including appropriate privacy compliance clauses.
4. Secure hosting services.
5. Integrate with existing BCIT systems where and as appropriate.
6. Test and configure system features.
7. Develop best-use practices and models of use.

8. Develop messaging, training, and support resources.
9. Integrate into ongoing user and systems support services.

Support Resources

- BCIT Guide to Privacy Compliance
- Privacy Compliance Checklist
- Privacy Impact Assessment
- IAPO
- LTC
- ITS
- Library Services

Timelines

In all cases of both ad hoc and institutional supported ET, consideration will be given to the time it takes to assess risk and approve a new ET for information and privacy policy adherence prior to implementation. Stakeholders should contact the IAPO at the earliest stage once a specific ET has been identified.

Amendment History

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Scheduled Review Date

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